



## **Business Inventory Requirements**

Each Cultural District shall create and maintain a comprehensive inventory of businesses within the Cultural District. The inventory shall include all active businesses that have occupational licenses and report revenue from sales of services and/or products. The first business inventory should be compiled as soon after certification as possible, and must be submitted within sixty (60) days of the date of certification as a Cultural District. Annual inventory updates shall be submitted on December 1 of each year, beginning in 2008.

The inventory is necessary so the Louisiana Department of Revenue (LDR) can identify and tag all income producing sources for the purpose of reporting to the Department of Culture, Recreation and Tourism. The annual LDR reports will reflect the total revenue generated and total amount of estimated eligible tax exemptions claimed in each Cultural District. The information will contribute to the biannual reports required by the Louisiana legislature.

The inventory list shall include:

- Legal Name of the Business or individual
- Common Name, "doing business as" if different
- Preferably the La. Business Identification number, or FEIN (optional)
- Type/description of business (Ex. Restaurant, salon, dry cleaner, gas station, gift shop, antique store, gallery, museum, business office, dance hall, printer, etc.)
- Address
- Contact Person with Phone Number

Business Inventory Forms are provided by the OCD and are available online at [www.crt.state.la.us/culturaldistricts](http://www.crt.state.la.us/culturaldistricts)

### **Submit the Business Inventory to:**

Cultural Districts  
Business Inventory for \_\_\_\_\_ (insert name of Cultural District)  
PO Box 44247  
Baton Rouge, LA 70804

### **Or Email to:**

ghamilton@crt.state.la.us